

# Findlay Digital Academy

Regular Board Meeting Minutes

Thursday, June 3, 2021

12:00 PM

The Board of Directors of the Findlay Digital Academy met in a regular session at 12:00 PM at Findlay Digital Academy, 1219 West Main Cross, Findlay, Ohio. 45840.

President, Ms. Bash called the meeting to order at 12:02 PM.

Board members present were as follows: President Ms. Bash, Vice-President Dr. Wannemacher, Mr. Thomas, Ms. LaRocco, Mr. Miller, Mrs. Rooker (FDA Executive Director), Mr. Earnest (School Treasurer) via phone, Mr. Roth (Findlay City Schools Superintendent), and Secretary: Michael Brand (FDA Principal)

Absent Board members were as follows: Rev. Miller

Visitors: none

## 2021-06-001 Approval of Minutes

It was moved by Mr. Thomas and seconded by Mr. Miller to approve the minutes of the regular meeting on February 4, 2021.

Roll call: Mr. Thomas, Aye; Mr. Miller, Aye; Ms. LaRocco, Aye; Dr. Wannemacher, Aye; Rev. Miller, Absent; Ms. Bash, Aye;

Motion passed.

**Public Participation:** Nothing shared.

**Correspondence:** Rosemary shared a letter we received from Tracy Willoughby, parent of a senior graduating from FDA this school year. We appreciate her support and kind words.

**Board Members –** All Boards members shared their congratulations and pleasure with the Findlay Digital Academy graduation ceremony at the Marathon Performing Arts Center and thanked Rosemary for the planning and organization of the day.

**Superintendent, Rosemary Rooker -** Rosemary thanked the Board and shared that she would share more later in the meeting.

**Treasurer, Stephen Earnest –** Stephen reviewed the monthly financial report with the Board.

## 2021-06-002 Consent Items

### A. Monthly Financial Report

The Treasurer recommends that the Monthly Financial Report for April 2021 be accepted as presented in Exhibit A.

- B. 2021-2022 Executive Director Contract  
The President of the Board of Directors recommends the approval of the re-employment of Rosemary Rooker as Executive Director/Superintendent for the 2021-2022 school year as stated in the Findlay Digital Academy contract effective August 1, 2021 through July 31, 2022 as presented in Exhibit B.
- C. Joint Agreement with the Hancock County Educational Service Center  
The President of the Board of Directors recommends the approval of the Joint Agreement with the Hancock County Educational Service Center regarding the employment of Rosemary Rooker as Superintendent for the Findlay Digital Academy as presented in Exhibit C.
- D. 2021-2022 Treasurer Agreement  
The Superintendent recommends the approval of the re-employment of Stephen Ernest as Treasurer for the 2021-2022 school year at a salary of \$20,000.00 effective August 1, 2021 through July 31, 2022 as presented in Exhibit D
- E. Acceptance of Agreement with Jefferson County Educational Service Center (Curriculum)  
The Superintendent recommends the approval of the participation agreement between Findlay Digital Academy and the Jefferson County Educational Service Center for an internet-based educational curriculum and delivery system for 12 months beginning July 1, 2021 and ending June 30, 2022 as presented in Exhibit E.
- F. Acceptance of Comprehensive Instructional Services Agreement with TRECA  
The Superintendent recommends the approval of the Comprehensive Instructional Services Agreement for Community Schools and TRECA Enhancement services entered into for FY 2022 with TRECA as presented in Exhibit F
- G. 22+ Adult High School Diploma Program Handbook  
The Superintendent recommends the approval of the 2021-2022 22+ Adult High School Diploma Program Handbook as presented in Exhibit G
- H. 22+ Adult High School Diploma Program Application  
The Superintendent recommends the approval of the 2021-2022 22+ Adult High School Diploma Program Application as presented in Exhibit H
- I. Review and Readopt Policy HI: Parent/Foster Parent Involvement and Participation Review  
The Superintendent recommends Policy HI Parent/Foster Parent Involvement and Participation be reviewed and readopted as presented in Exhibit I
- J. Revision of Policy IU: Graduation/Diploma Requirements  
The Superintendent recommends consent of the revised Policy IU Graduation/Diploma Requirements as presented in Exhibit J.

- K. Adopt Policy AO: Evaluation of Administrators  
The Superintendent recommends consent of Policy AO Evaluation of Administrators as presented in Exhibit K.
- L. Adopt Policy GHH: Staff Conduct  
The Superintendent recommends consent of Policy GHH Staff Conduct as presented in Exhibit L.
- M. Adopt Policy HQ: Emergency Management Plan  
The Superintendent recommends consent of Policy HQ Emergency Management Plan as presented in Exhibit M
- N. Adopt Policy INN: Work Based Learning  
The Superintendent recommends consent of Policy INN Work Based Learning as presented in Exhibit N.
- O. Revision of Counselor/Resource Coordinator Job Description  
The Superintendent recommends consent of the revised Counselor/Resource Coordinator Job Description as presented in Exhibit O
- P. Acceptance of Lease with TLB, Corporate Center, LLC  
The Superintendent recommends the acceptance of a three-year lease between TLB Corporate Center, LLC for \$6,815.00 monthly, effective July 1, 2021 through June 30, 2024 as presented in Exhibit P
- Q. Agreement with the Hancock County Educational Service Center for Psychological Services  
The Superintendent recommends the acceptance of the agreement with the Hancock County Educational Service Center for Psychological Services for the 2021-2022 school year as presented in Exhibit Q.
- R. Agreement with the Hancock County Educational Service Center for Occupational Therapy Services  
The Superintendent recommends the acceptance of the agreement with the Hancock County Educational Service Center for Occupational Therapy Services for the 2021-2022 school year as presented in Exhibit R.
- S. 2021-2022 Employment of Counselor/Resource Coordinator  
The Superintendent recommends the employment of Maria Little as School Counselor effective August 9, 2021 through June 8, 2022 for \$42,000.00 as a purchased service through the Hancock County ESC as presented in Exhibit S.
- T. Stipend for Compliance Work for FY'22  
The President of the Board recommends the approval of a stipend of \$12,500.00 for Mrs. Rooker for compliance work to be completed during FY '22.
- U. 2021-2022 Employment of EMIS Coordinator  
The Superintendent recommends the employment of John Sipusic as the EMIS Coordinator effective August 1, 2021 through July 31, 2022 at an annual salary of

\$10,000.00 where all salary and benefits will be purchased through the Hancock County ESC pending approval of the Hancock County ESC

V. Employment of Administrative Assistant

The Superintendent recommends the employment of Michele Cassidy as Administrative Assistant from August 9, 2021 through June 9, 2022 at a salary of \$23,839.00 where all salary and benefits will be purchased through the Hancock County ESC pending approval of the Hancock County ESC

W. 2021-2022 Principal Contract

The Superintendent recommends the approval of employment of Michael Brand as Principal for the 2021-2022 school year at a salary of \$68,400.00 where all salary and benefits will be purchased through the Hancock County ESC effective August 2, 2021 through July 31, 2022, contingent upon the approval of the Hancock County Educational Service Center.

X. 22+ Adult Program Coordinator

The Superintendent recommends the approval of employment of Mark Willeke as 22+ Adult Program Coordinator for the 2021-2022 school year at a salary of \$10,000.00 where all salary and benefits will be purchased through the Hancock County ESC effective August 10, 2021 through June 8, 2022, contingent upon the approval of the Hancock County Educational Service Center and approval of the program from the Ohio Department of Education.

Y. Special Education Coordinator

The Superintendent recommends the engagement of Lori Faeth as the Special Education Coordinator for the 2021-2022 school year to be purchased through Findlay City Schools at a cost of \$42,000.00 for a 10 month contract effective August 9, 2021, (2 weeks before school starts, until 2 weeks after school ends) to include 40 weeks of service, contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2010-2022 school year.

Z. College & Career Readiness Coordinator

The Superintendent recommends the engagement of Linda Huffman as the College & Career Readiness Coordinator for the 2021-2022 school year to be purchased through Findlay City Schools at a cost of \$42,000.00 for a 10 month contract effective August 9, 2021, (2 weeks before school starts, until 2 weeks after school ends) to include 40 weeks of service, contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

AA. Testing/Curriculum Coordinator

The Superintendent recommends the engagement of Wendy Farrow as Testing/Curriculum for the 2021-2022 school year to be purchased through

Findlay City Schools at a cost of \$38,500.00 for a 10 month contract effective August 9, 2021, (2 weeks before school starts, until 2 weeks after school ends) to include 40 weeks of service, contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

**BB. Work Based Learning /Orientation Coordinator**

The Superintendent recommends the engagement of Gregg Lang as Work Based Learning/Orientation Coordinator for the 2021-2022 school year to be purchased through Findlay City Schools at a cost of \$30,000.00 for a 10 month contract effective August 9, 2021, (2 weeks before school starts, until 2 weeks after school ends) to include 40 weeks of service, contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

**CC. Mentor/Data Coordinator**

The Superintendent recommends the engagement of Barb Ebersole as a Mentor/Data Coordinator for the 2021-2022 school year to be purchased through Findlay City Schools at a cost of \$26,000.00 for a 10 month contract effective August 9, 2021 (2 weeks before school starts, until 2 weeks after school ends) to include 40 weeks of service, contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

**DD. Technology Coordinator**

The Superintendent recommends the engagement of Nicholas Donaldson as Technology Coordinator for the 2021-2022 school year to be purchased through Findlay City Schools at a cost of \$40,000.00 from August 2, 2021 through June 10, 2022 contingent upon approval of the Findlay Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

**EE. Secretary**

The Executive Director recommends the engagement of Sharon Snyder as a Secretary for the 2021-2022 school year to be purchased through Findlay City Schools at a cost of \$16.78 per hour as a purchased service through Findlay City Schools on an as needed basis, contingent upon approval of the Findlay City Board of Education.

**FF. Data Coach**

The Executive Director recommends the engagement of Mary Beth Faeth as Data Coach for the 2021-2022 school year to be purchased through Findlay City Schools at a cost \$22.43 per hour as a purchased service through Findlay City Schools on an as needed basis, contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the

2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

GG. Attendance Coach

The Executive Director recommends the engagement of Cindy Frantz, as FDA Attendance Coach for the 2021-2022 school year to be purchased through Findlay City Schools at the cost of \$22.43 per hour as a purchased service through Findlay City Schools for up to 29 hours per week for 38 weeks of service, (one week before school starts and weeks after), contingent upon approval of the Findlay City Board of Education and provided the Board retains sufficient funding during the 2021-2022 school year to maintain said engagement through the end of the 2021-2022 school year.

HH. Instructional Coaches

The Executive Director recommends the engagement of Susan Busey, Rob Fox, David Vaas, Jane VanRenterghem, Gary Wilson, Brenda Boster, Deb Rollins, Ann Spuller, Ellen Laube, Dorothy LaFontaine, Steve McAdoo and Linda Darnall, Erin Gonder, and Kathy Rayle as Instructional Coaches for the 2021-2022 school year to be purchased through Findlay City Schools at the cost of \$22.43 per hour on an as needed basis, contingent upon approval of the Findlay City Board of Education.

II. School Resource Officer & Head of the Law Enforcement Unit

The President of the Board of Director recommends the approval of appointing Michael Brand as the School Resource Officer and the Head of the Law Enforcement Unit.

It was moved by Dr. Wannemacher and seconded by Mr. Miller to approve the Consent Items A-II.

Roll call: Dr. Wannemacher, Aye; Mr. Miller, Aye; Ms. LaRocco, Aye; Mr. Thomas, Aye; Mr. Miller, Aye, Rev. Miller, Absent

Motion passed.

**Discussion Items:**

- Graduation 2021 – The FDA Graduation 2021 went very well, as the Board had said earlier in the meeting. The Board liked sitting off stage so the focus could be on our graduates. All the speakers did well with their messages to the students. Many thanks to Marathon Performing Arts Center and their staff. We thank everyone for their time and support with this important ceremony.
- Facilities Update – We will take possession of our new space starting on June 1, 2021. Marathon will be delivering the items they have donated to us on June 2, 2021. Marathon is donating 4 offices (desk, chair, file cabinet and bookcase) as well as other tables, chairs, and file cabinets. We will be sure to put a thank you on our FDA Website acknowledging all of their support.

- Extended Learning Program – This program was a 10-week program to offer students assistance to get “caught up” after having to deal with COVID related issues. The cost of the Extended Learning Program is being covered by ESSR funds and \$50,000.00 has been allotted for this program. At this time, over 216 hours of tutoring with students has occurred. 36 Students are actively using the Extended Learning Program. We have currently spent \$26,885.00 and the allowable costs will be charged back to ESSR Funding. Summer Extended Learning Program began May 27, 2021 and will run through June 18, 2021. Mrs. Farrow is running this program and a report will be made to the board at the August board meeting.
- Climate Data (Exhibit T) – This information was reviewed with the Board. Overall fourth quarter credits were in line with data from previous years. The extended program had a positive effect in helping our students get closer to being “on track.”
- Truancy Statistics (Exhibit U) – This information was reviewed with the Board. It provided information on topics such as absences, pre-court conferences, and truancy charges for each month of the school year. Our overall attendance rate for the year is at 84.84%
- Summer 2021, CCP – We currently have four (4) students involved in summer courses.
- CCIP/OIP – This is a process that we will be working on throughout June. All of our data and information is due by July 1, 2021. This data and information explains, justifies, and verifies FDA’s educational plans and costs that are supported by Federal Grant money. Rosemary and Michael are working on this and then Steve will be approving the budget.
- 2020-2021 FTE – We are scheduled for an FTE Review on Tuesday, June 8, 2021. It looks like we currently are at 128 FTE’s. Last year we reached just over 130 FTE’s.
- Update on HB 123 Pilot Program – This pilot program has generated \$148,500.00 using the three tiered method for funding schools like us. (Engagement hours, attendance and course completion) Currently, legislators are working to extend the HB 123 Pilot Program for two more years.
- 22+ Program Update – This program is meeting the needs of these individuals. We have students on a waiting list to get involved in this program. This program has generated \$10,257.14 this year.
- Marketing Plan – We have established a marketing plan for this summer and the start of the next school year. The plan involves the following: 2 Electronic Billboards (Bright and Trenton), Google Ads, Facebook Boosts (4 Boosts), yard signs, and Senior Graduation Picture/Advertisement in the Courier.
- Projections for Millstream 21/22 – At this time we have 10 students enrolled in Millstream for the next school year. Four (4) of these students are juniors.
- Projections for CCP 21/22 – At this time we have 6 students scheduled for this Fall.
- Professional memberships for Superintendent – Rosemary shared with the Board that she is planning to join BASA (Buckeye Association of School Administrators) and the local Rotary next year. This organization serves school superintendents throughout the state of Ohio. It provides insight to the direction of education and supports and advocates for public education.

**Sponsor Update:**

- Quality and Compliance documentation are near completed for the 2020/2021 school year.

**Executive Director Comments:** None were shared.

**Board Comments:** Kimberly shared that she and Rosemary have discussed a possible candidate that could be added to the board in the fall. Kimberly and Rosemary discussed why this possible candidate would be a good fit for the Academy and all agreed. Rosemary will be reaching out to determine if there is any interest.



**2021-04-003 Adjournment**

It was moved by Mr. Miller and seconded by Mr. Thomas to adjourn the regular meeting on June 3, 2021 at 1:04 PM.

Roll call: Mr. Thomas, Aye; Mr. Miller, Aye; Ms. LaRocco, Aye; Dr. Wannemacher, Aye; Ms. Bash, Aye; Rev. Miller, Absent

Meeting Concluded

Next Findlay Digital Academy Board Meeting is scheduled for Thursday, August 5, 2021 at 12:00 PM at the FDA Conference Room.

  
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President  
  
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Treasurer

Read and Approved